

FOSDEM 2023 BUILD-UP

U BUILDING

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Useful information

Rooms

- UA2.118
- UA2.114 (not on Friday and Saturday before 13:00)
- UA2.220 (not on Friday and Saturday before 13:00)
- UB2.147
- UB2.252A
- UB4.132
- UB4.136
- UB4.228 (FIT)
- UB5.132
- UB5.230
- UD2.120
- UD2.208 (not on Friday and Saturday before 13:00)
- UD2.218A

BUILD-UP

FRIDAY

General timeline

FOSDEM -1 week

- Etat des lieux with team of Arnaud Slotte.

Thursday

17:00 – 20:00

- Load vans at the office with Ulysses. We provide food.

Friday

(Provide your own lunch.)

08:30

- Primary building person arrives at ULB and waits.

08:30 – 12-30

- Rentevent delivery at ULB (building K & building H).
- Solucious Delivery at ULB (building K).

11:00 – 12:00

- Delivery and installation walkie-talkies (Walkies4Events).

11:00

- Staff arrives at ULB.
- Open Kitchen and NOC (ULB 7).

11:00 – 12:00

- Transportation drop off (K and H).
- Prepare for build-up:
 - Check all rooms and buildings are open (except the ones that are not yet available).
 - Grab a bite of food.
 - Exchange phone numbers unless the repeater already works.

12:00

- Volunteers should arrive at campus for buildup tasks

12:00 - 18:00

- Build-up.
- Catering vans might arrive.
 - Wafels & zo (14:00).
 - Melis Events (14:00).

18:00 - 18:30

- Collection of all volunteers in K. Build-up should be finished.

- Catering orders food (Chinese): vegan and non-vegan; ask allergies.

18:30 - 19:30

- Dinner.

19:30 - 22:00

- Finishing touches (mostly network and video). Most volunteers go home.

Equipment checklist

| What should you have? | Where should it be? | Who should give it to you? | Do you have it? |
|---|----------------------------|-----------------------------------|------------------------|
| 3 ropes | H+1 | RentEvent | |
| 13 Welcome to U building (A1) <ul style="list-style-type: none"> • 4 UA • 5 UB • 4 UD | H+1 | Signage | |
| 26 What's going on in U (A1) <ul style="list-style-type: none"> • 13 Saturday <ul style="list-style-type: none"> ◦ 4 UA ◦ 5 UB ◦ 4 UD • 13 Sunday <ul style="list-style-type: none"> ◦ 4 UA ◦ 5 UB ◦ 4 UD | H+1 | Signage | |
| U Devroom folders (A4 in folder) | H+1 (Box 55) | Signage | |
| Interior U signage (A4 in folder) | H+1 (Box 55) | Signage | |

| | | | |
|-----------------------------|--------------|-----------|--|
| Exterior U signage (arrows) | H+1 (Box 55) | | |
| Box 65 (building box) | H+1 | Equipment | |
| Box 75 (broom sticks) | H+1 | Equipment | |

People checklist

| Who should be there? | Are they here? |
|-----------------------------|-----------------------|
| FOSDEM Staff | |
| 10 FOSDEM volunteers | |
| 2 FOSDEM signage volunteers | |

Task checklist

| What should be done? | When should it be done? | Who should do it? | Has it been done ? |
|--|--------------------------------|--------------------------|---------------------------|
| Cover University announcement boards with brown paper. Do not cover vending machines. | 12:00 – 18:00 | Volunteers | |
| Put devroom folders in each devroom. | 12:00 – 18:00 | Volunteers | |
| Use safety tape to cordon off each fire exit and all fire equipment. | 12:00 – 18:00 | Volunteers | |
| Tape signs to each devroom. <ul style="list-style-type: none"> • Full/Empty spaces (both doors) • Name of the devroom Add “room only available from 13:00” (both doors) <ul style="list-style-type: none"> • UA.2.220 • UB.2.147 | 12:00 – 18:00 | Volunteers | |
| Tape signs to FIT room. <ul style="list-style-type: none"> • Reserved for FOSDEM staff (UB.4.228). | 18:00 – 19:00 | Staff | |

| | | | |
|---|----------------------|--------------------|--|
| Only when room is empty! | | | |
| <p>Add What's going on and Welcome to signs.</p> <ul style="list-style-type: none"> • See map. • One of each at every entrance. <ul style="list-style-type: none"> ◦ UD Av. Paul Héger + UD Garden ◦ UB Garden (not UB Lameere!) ◦ UA Garden • One of each on every floor in UB. <ul style="list-style-type: none"> ◦ Not on +2 (= main entrance) ◦ +1 ◦ +4 ◦ +5 • Note that "What's going on" is different between Saturday and Sunday. | 12:00 – 18:00 | Volunteers | |
| <p>Add signage to go from UA to UB. This is via the +1: take the lift and follow the corridor. This should be clearly signposted so people can find it. This is the disabled access to UA.</p> | 12:00 – 18:00 | Signage volunteers | |

| | | | |
|---|----------------------|---------------------|--|
| Place exterior signage (arrows). See below. | 12:00 – 18:00 | Signage volunteers | |
| Put glass recycling boxes at every entrance (UD Av. Paul Héger, UD Garden, UB Lameere, UB Garden, UA Garden). | 12:00 – 18:00 | CI | |
| Create the FIT room (UB.4.228). If the room is not empty or closed, this must be done on Saturday 07:00 – 09:00 . | 18:00 – 19:00 | Volunteers Staff | |
| Set up the network. | 12:00 – 18:00 | Network team | |
| Set up the video system. | 12:00 – 18:00 | Video team | |
| Tape off all cables that run over floors or corridors with gafer tape (do not use duct tape). | 12:00 – 18:00 | Volunteers | |
| Put garbage bins around the building, especially where there are not a lot of garbage bins. | 12:00 – 18:00 | Volunteers | |

TEAR-DOWN

SUNDAY

General timeline

Sunday

15:00

- BR meeting in K.4.401. Change walkie-talkie batteries.
- BR check on their buildings to ensure that stands/devrooms are aware of tear-down. Make sure the collection points have everything they need.
- BR estimates how many volunteers they need for their building. Contact volunteers team.

16:00 – 20:00

- Tear-down. There is an order in clearing out the buildings: start with AW and U; move to H, F and J; finish with K. Apart from Janson, K-1 and lower H, cleanup starts at 17:00. K-1, Janson and lower H start as soon as the closing talk finishes (~18:00).
- Catering vans will leave. They take care of themselves usually.

20:00 – 20:30

- Collect volunteers in K for volunteer dinner.

20:30 – 20:45

- Sweep K. Garbage out.
- Volunteers leave.

21:00

- Staff dinner.

22:00

- CI closes the bar(s).

Monday

08:30

- Primary building person arrives at ULB. Waits for RentEvent to pick stuff up.

17:00 – 20:00

- Unload vans at the office. Boxes stacked according to the label; and with the label in front.
- We provide food.

Equipment checklist

| What should you bring back? | Where should it go? | Is it where it should be? |
|------------------------------------|----------------------------|----------------------------------|
| 3 ropes | H+1 | |
| 13 Welcome to U building (A1) | Garbage | |
| 26 What's going on in U (A1) | Garbage | |
| Devroom folders | H+1 (Box 55) | |
| Interior U signage | H+1 (Box 55) | |
| Arrows | H+1 (Box 55) | |

People checklist

| Who should be there? | Are they here? |
|----------------------|----------------|
| FOSDEM Staff | |
| 10 FOSDEM volunteers | |

Task checklist

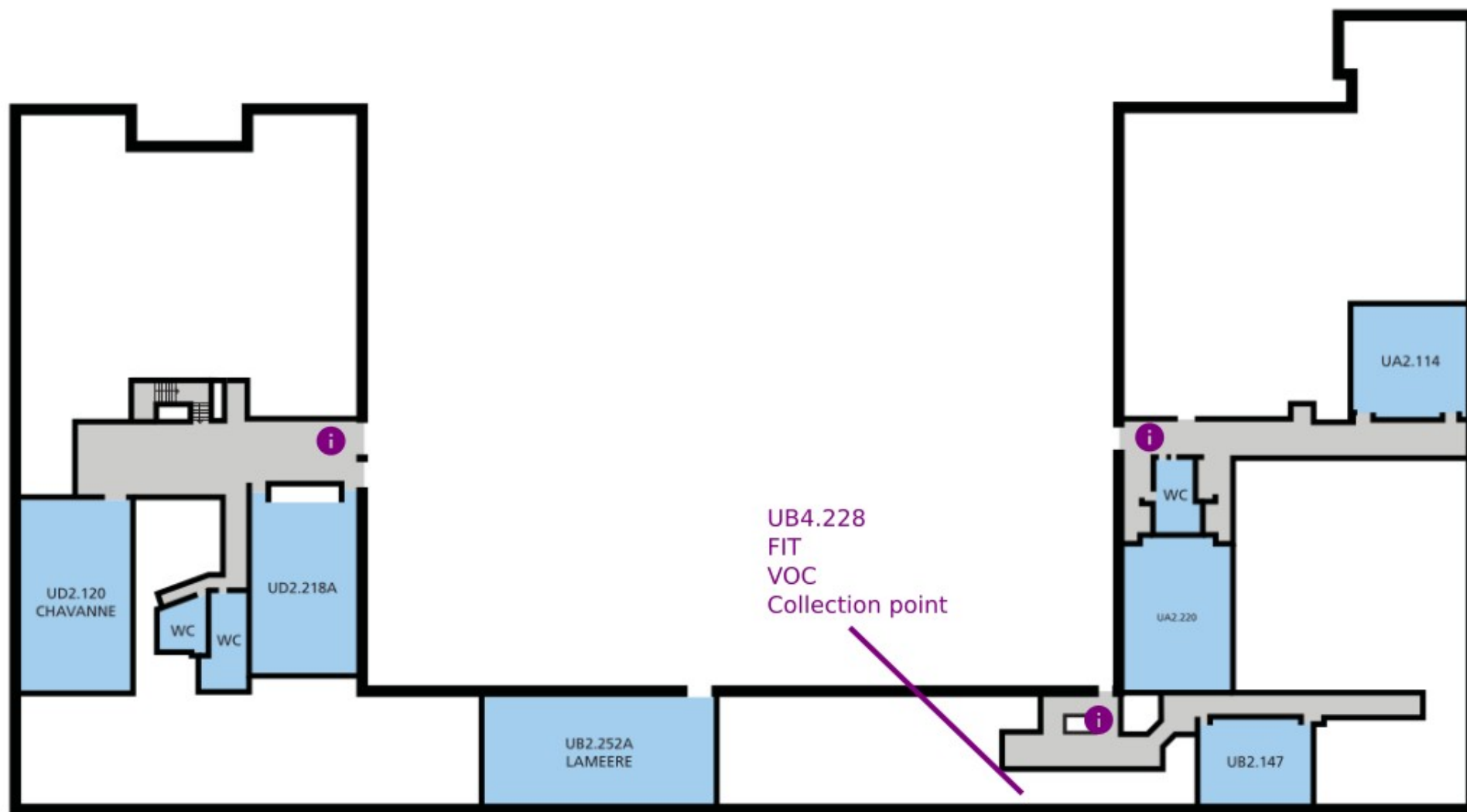
| What should be done? | When should it be done? | Who should do it? | Has it been done ? |
|---|--------------------------------|-----------------------------|---------------------------|
| Change signage from Saturday to Sunday. <ul style="list-style-type: none"> • Devroom signs (should be in Devroom folder). • What's going on. | 07:00 – 09:00 | Signage volunteers Staff | |
| All hands meeting in the FIT room (K). | 15:00 | Staff | |
| Swap walkie-talkie battery. | 15:00 | You | |
| Do a round of all devrooms informing them of clean-up instructions. <ul style="list-style-type: none"> • They should clean-up from 17:00 and finish by 18:00. • They should sweep the room, remove all the trash and take the full trash bags to the containers outside. • Brooms, dust pans and garbage bags can be gotten from the Infodesk. | 16:00 – 17:00 | You | |

| | | | |
|---|----------------------|---------------------|--|
| <ul style="list-style-type: none"> • Laminated signs that are in the Devroom must be put in the folder and handed to the Infodesk. • Video and network should not be touched. | | | |
| Remove all FOSDEM stuff. <ul style="list-style-type: none"> • Brown paper • FOSDEM signage • Devroom signs • All tape • Outside arrows | 18:00 – 19:00 | Volunteers | |
| Put FOSDEM equipment in the boxes (if it came out of a box). People will come from other buildings with stuff, make sure it is in the right box. | 17:00 – 19:00 | Staff Volunteers | |
| Load the vans with boxes. Follow the instructions of the transportation team. | 17:00 – 19:00 | Volunteers | |
| Put all carts and all stuff in H+1 for collection. | 18:00 – 19:00 | Volunteers | |
| Sweep floors, empty garbage bins, clean out devrooms, auditoria, corridors and | 17:00 – 19:00 | Volunteers | |

| | | | |
|--|----------------------|----------------------------|--|
| whatever seems dirty. | | | |
| Disassemble the FIT room. | 18:30 – 19:30 | Volunteers | |
| Remove network. Only after a go from the network team. | 18:30 – 19:30 | Network team Volunteers | |
| Remove video. Only after a go from the video team. | 18:30 – 19:30 | Video team Volunteers | |
| Send volunteers to H when finished. | 18:30 – 19:30 | Volunteers | |

MAPS AND LISTS

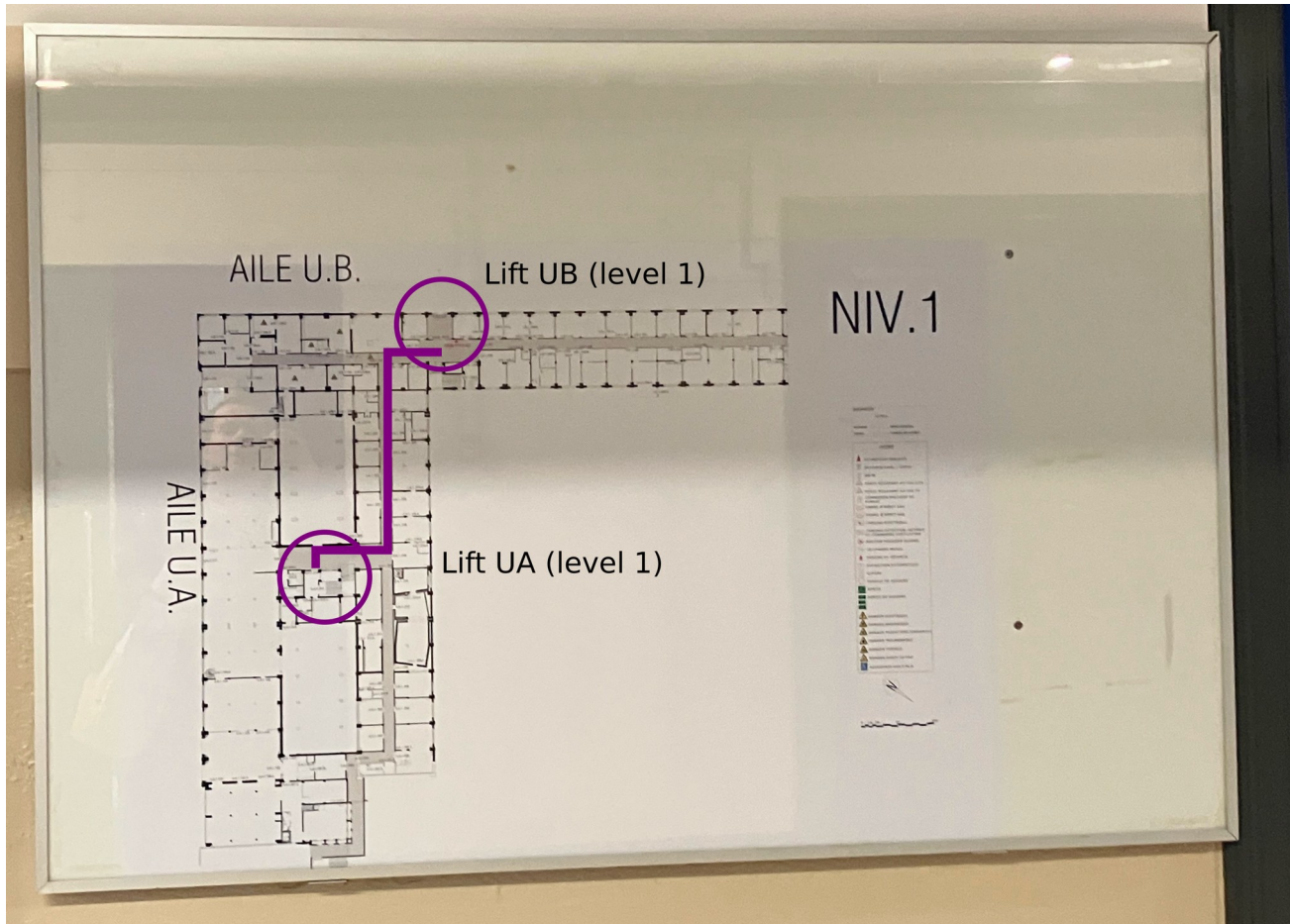
General map



Signage

Accessible access UA↔UB

- Accessible access to UA is from UB. The corridor is on **level 1** (you enter on **level 2**).
- Attach signs pointing to the elevator and in the corridor. Tape them with gaffer tape at least at every corner.



Outside

- Arrows must be attached to trees, poles, ... Be creative (see photo's as a guidance).
- Remember that you must place arrows for people coming to U and people going from U.
- Remember accessibility.
 - UD via Av. Paul Héger.
 - UB and UA via UB.
- UA, UD, UB are from Paul Héger via point U1 and U2.
- UD accessible is via Paul Héger.
- Add extra signs in front of UB point that accessible UA is via UB.
- Attach with black rubber bands.

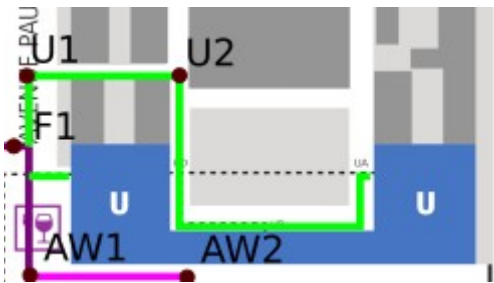
List

(spares are in the H FIT Room)

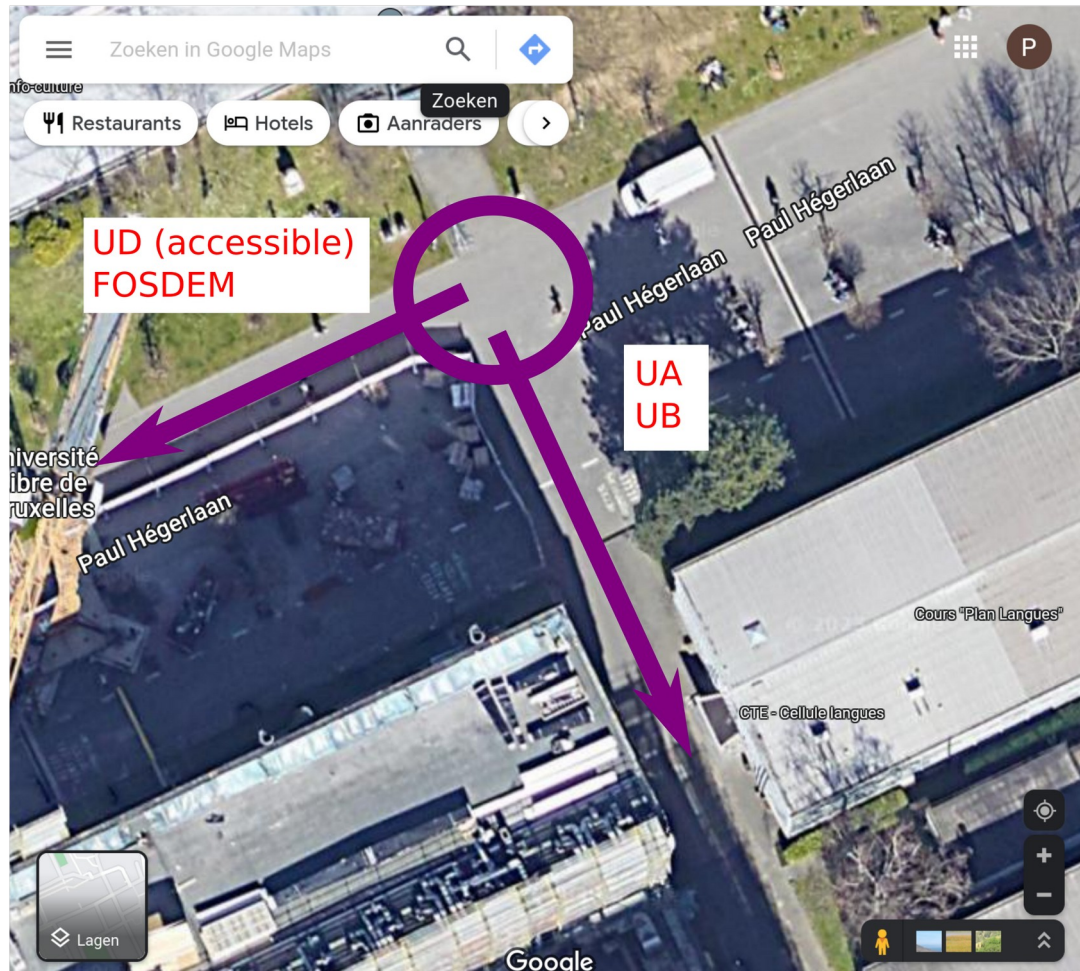
| Sign | Amount |
|---------------|--------|
| FOSDEM | 3 |
| UA accessible | 4 |
| UD | 4 |

| | |
|----|---|
| UB | 4 |
| UA | 5 |

Routes



U1
U1



U2

U2

